# Council Action Form

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| **MEETING DATE** | **Wednesday, November 8, 2017** | | | |
| **TITLE** | **CONSENT AGENDA  ITEM C: Consider Approval of a Revised Work in Right-of -Way Permit** | | | |
| **SUBMITTED BY** | **Name and Title: DPW Director, Jason Lawson** | | | |
| | **Department:** Town Administration | | | |
| **MEETING TYPE** | Work Session Executive | **Regular** | Special | Retreat |
| **AGENDA CLASSIFICATION** | **Consent** | Presentation | Unfinished Business | New Business |
| | **Ordinance** | Resolution | Employment Contract | Proposal |
| **ORDINANCE/RESOLUTION** | 1st Reading | 2nd Reading | PUBLIC HEARING | 3rd Reading |
| (New ordinances or resolutions assigned a new | Ordinance #: | | Resolution #: | |
| **CONTRACTS**(Contracts must be previously signed by vendor for submission) | Contract Required:  Yes        **No** | | Signed Contract Attached: Yes    **No** | |
| **APPROVALS/REVIEWS** | **Department Head** | | **Budget/Finance** | |
| | Assistant Town Manager | | **Legal Counsel - Steve Unger** | |
| | **Town Manager** | | Other: | |
| **BACKGROUND**(Includes Description and justification) | DPW Director Lawson requested some much needed revisions be made to the Work in Right-of-Way Permit. Summary:  The public works department receives requests from time to time from various entities (such as utilities) to work within the Town's right of way.  The department desires to update the application process and terms and conditions for entities to work within the right of way, including to be consistent with the requirement that new utilities in the right of way be buried and address the relocation of utilities in the event of future road projects.  The permit fee is also updated to $150, to help defray the cost of administering the permit requests. | | | |

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| **BUDGET AND FINANCIAL IMPACT** (Includes project costs and funding sources) | Budgeted $: | |
| | Expenditure $: | |
| | Source of Funds $: | |
| | Additional Appropriation #: | |
| | Narrative: | This will increase fees which will help to ensure an efficiently operated Building Department |
| lution and Ordinance Only) | Hold 1st Reading | |
| | Not Hold 1st Reading | |
| | **Approve on Second Reading** | |
| | Deny Approval | |
| **PROJECT TIMELINE** | | |
| **STAFF RECOMMENDATION** (Town Council reserves the right to accept or deny recommendations) | Staff recommends approval | |
| **SUPPLEMENTAL INFORMATION** (List of all attachments) | Ordinance | |